



**Global Search v.3.3
for Microsoft Dynamics CRM 2011**

User Manual

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Overview

Welcome to the Akvelon Global Search User Manual. With this guide, you can learn how to install, configure, and use Akvelon Global Search for Microsoft Dynamics CRM 2011.

Global Search for Microsoft CRM 2011 is a custom module which allows you to search across all CRM entities at the same time, providing results in a single-view convenient layout.

Global Search provides the ability to:

- Search all records in all CRM entities (including custom entities) at once from inside the CRM workspace
- Search all records using the CRM plug-in within Microsoft Outlook
- View search results grouped by entities at a single glance
- Filter results in the column headers of each entity
- Configure entities to search, attributes to search by, and information to display
- Search the contents of an attachment
- Search custom entities (Search by Lookup fields)

What's New in Global Search Versions

Versions for CRM 4.0

Version 2.0:

- Full integration with CRM (no separate virtual directories are created)
- Global Search does not need additional authentication (CRM authentication is used)
- Full support of custom entities search
- Search performance improvements
- Multi-organization support
- Support of clustered deployments
- Support of hosted CRM scenarios
- Ability to assign user groups that have access to Global Search
- Settings to configure maximum number of found records

Version 2.5.1:

- Search contents of an attachment
- Custom entity search (Search by Lookup fields)
- Display related entities for many-to-many (N:N) relationships
- Improved performance of column filtering

Version 2.5.2:

- Implemented SQL Instance selection for Global Search Backend
- New types of fields can be added to "Attributes to Display" Tab: Boolean, DateTime, Decimal, Float, Integer, Money, State, Status
- States to search by was implemented
- Improved attachment indexing algorithm

Version 2.6.0:

- Implemented multiple instances support for GS Back-end
- Improved searching performance
- Implemented login process into index for remote CRM clients
- Fixed other issues

Version 2.7.0:

- Fixed issue related to Attachment Search in clustered SQL Server Environment
- Improved User Interface
- Added direct links for E-Mails and phone numbers in search results window

- Fixed other issues

Version 2.8.0:

- Added Email indexing feature
- Improved searching performance by Email description

Versions for CRM 2011**Version 3.0.0:**

- Includes all features from Global Search versions for CRM 4.0
- Support Microsoft Dynamics CRM 2011
- Ability to configure “Attributes to search by” for each user separately
- Ability to configure “Attributes to display” for each user separately
- Improved attachment search performance
- Improved quality of attachment search
- Updated UI
- Fixed issues which enhance usability and search function

Version 3.1.0:

- Ability to change and “Save as Default” Global Search settings for all users
- Added sorting in columns for search result window
- Simplify configuration module
- Improved UI
- Ability to quickly modify Search Settings into search page

Version 3.2.0

- Implemented search all records in SharePoint entities (in pre-configured SharePoint site) at once from inside the CRM workspace. View search results grouped by entities at a single glance
- Added configuration of entities to search for Global Search SharePoint
- Added preview found SharePoint entities found by Global Search SharePoint directly on SharePoint site

Version 3.3.0

- Added Email indexing feature
- Improved searching performance by Email description

Version 3.3.1

- Fixed 404 error in Global Search setting for CRM Outlook client

Version 3.3.2

- Fixed activation problem in case CRM ISV config is empty

Version 3.3.3

- Global Search Backend Installer has been improved:
 - Administrator can enter the SQL server instance name manually
 - Path for Crawler.exe can be configured manually

Version 3.3.4

- Global Search Backend was adapted to the latest changes made in Update Rollup 5 and 6 for Microsoft Dynamics CRM 2011

Licensing

Whether you are using Microsoft Dynamics CRM 2011 in your production, development or test environment, you always need licenses.

Each organization requires its own license for Global Search. In a typical setup you have one single organization and only need one license. The license contains the organization name and you only can install the license on the organization with the specified name.

If you use multiple organizations, each organization requires a separate Global Search license. However, you only need licenses for the organizations using Global Search. If you have a single CRM server with 4 organizations and you want to use Global Search in two of them, then you need two licenses.

Each organization license (except the trial one) contains a restricted number of client user licenses (CAL). Each user of an organization that uses Global Search must have a valid license. If an organization has 100 users and 50 users have permissions to perform search using Global Search (see Global Search Users Permissions section), you need at least 50 Global Search licenses, otherwise you will receive a license validation error.

When adding new users to CRM, be sure to check that Global Search also has corresponding licenses for new users.

To request Global Search licenses please contact product.sales@akvelon.com.

Installation

Upgrading from previous Global Search versions for Microsoft CRM 4.0

To upgrade from previous versions of Global Search for CRM 4.0 you need to completely uninstall the previous version from your CRM server (see the Uninstall Global Search section) and then install the new version of Global Search (see the Global Search Installation section).

Please note: Due to significant architecture changes in this version of Global Search, configuration and license data won't migrate from previous versions. Please [contact us](#) to get new license key.

Please note: We strongly recommend emptying the cash in the IE browser before working with the updated version of Global Search.

Upgrading from previous Global Search versions for Microsoft CRM 2011

To upgrade from Global Search versions 3.0.0, 3.1.x to version 3.3.0 you need to run Global Search installer (Globalsearch_x64.exe) and click **Update** button during installation wizard. To upgrade Global Search Backend you need to run Global Search Backend installer (Globalsearch_backend_x64.exe) and click **Update** button during installation wizard.

Please note: Due to significant architecture changes in this version of Global Search, Attachment search settings won't migrate from previous version. **Also you need to enable Attachment Search check-box again after Global Search update.**

Please note: We strongly recommend emptying the cash in the IE browser before working with the updated version of Global Search.

Global Search Installation

To set up Akvelon Global Search on Microsoft Dynamics CRM, follow these steps:

1. Log on to your Microsoft Dynamics CRM server using an account that has administrative privileges.
2. Run Globalsearch_x64.exe. If UAC is enabled, right-click on the setup file and select "Run as Administrator".
3. Follow the installation wizard.
4. After installation, Global Search should be activated. An activation window for the CRM server **default organization** will open after installation. If you need to activate Global Search for a non-default organization you should open the activation page manually (see Activation section for more details).
5. Give search rights to users (see Global Search Users Permissions section).

Attachment Search Installation

Automatic installation

The Attachment Search is a feature which allows users to search the contents of an attachment in Microsoft CRM 2011 for the following file formats: .doc, .docx, .xls, .xlsx, .pdf, .ppt, .rtf, .txt, .xml, .pdf, and .zip.

To install this feature, please follow these steps:

1. Global Search should be installed and activated (please see Global Search Installation above).
2. Run Globalsearch_backend_x64.exe (for 64bit OS) **as Administrator** (right-click on the setup file and select "Run as Administrator").
3. Follow the installation wizard.
4. Enable attachment search feature (see Configuring Attachment Search section)

Please note: Global Search Backend should be installed on the computer with SQL Server where working copy of MSCRM_Config database is located.

Manual installation (only for SQL Administrators)

Usually, this type of installation is required in case you are using Clustered SQL Server. Please read Automatic installation before installation.

1. Copy the "**GsBackend_Installer_Config.xml**" to the root of the System disk (e.g. **C:**) and open the file in any text editor (you can download XML file [here](#)).
2. Edit the "**GsBackend_Installer_Config.xml**" with the following parameters:
 - List of SQL instance(s) (the same name, which you are using to enter to the SQL instance through the SQL Management Studio), for example:
CRM19144;CRM19144\CRM1914A;SCSQASQL05\SCSQASQL05
 - Folder, where Crawler.exe will be located (you also can enter network folder, please note, that SQL instance should have permissions for that folder). Please enter full path to Crawler.exe file, for example: **C:\Crawler\Akvelon Global Search\Backend\Bin** or **\\box\Crawler\Akvelon Global Search\Backend\Bin**
3. Install Global Search Backend (please see the instruction above Automatic installation). It will be installed to the SQL instance(s) you entered in the XML file.
4. Move the "**Akvelon Global Search**" folder from **C:\Program Files (x86)** to the folder you entered in the XML file (e.g. **C:\Crawler\Akvelon Global Search\Backend\Bin**).
5. Enable Attachment search (please see Configuring Attachment Search section).
6. Wait for the first execution of crawler.exe (it executes each 15 minutes).
7. Make sure that indexing is working for specified instances (try to search something in the content of attached documents).

Activation

Activate Global Search separately for each organization.

To activate Global Search for an organization, open the following page in your browser (activation page for server default organization will open when installation is complete): [http\(s\)://CrmOrganizationAddress/ISV/Akvelon/GlobalSearch/Pages/Activator.aspx](http(s)://CrmOrganizationAddress/ISV/Akvelon/GlobalSearch/Pages/Activator.aspx) (For example: <http://tds.crmdemo.akvelon.net/ISV/Akvelon/GlobalSearch/Pages/Activator.aspx>).

On the activation page you will see the **End User License Agreement**, please read and accept it using the checkbox, then click the **Activate** button. Input your Global Search license into the open license window (see Figure 1) and click **OK**.

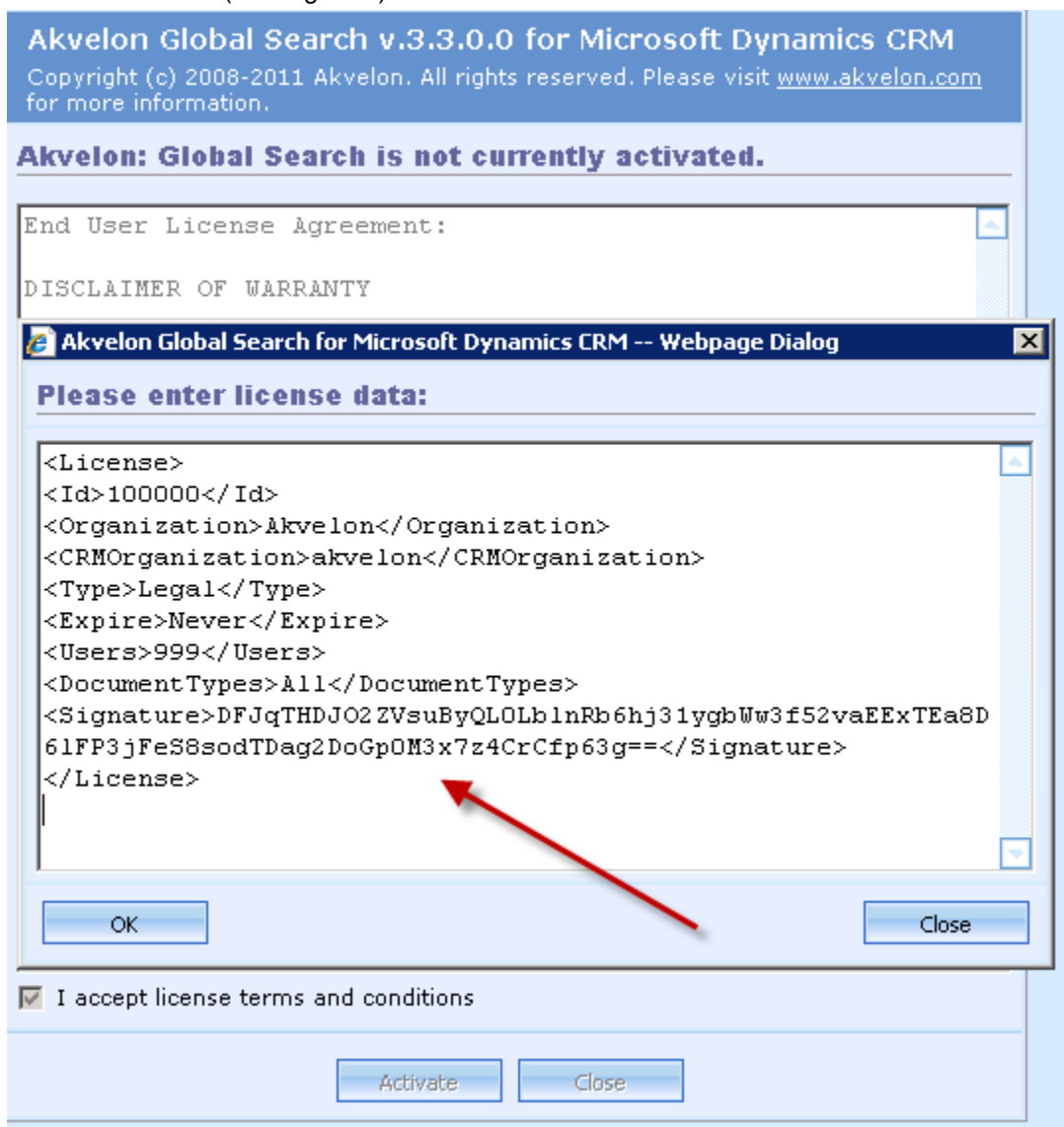


Figure 1 License window

The Akvelon Global Search configuration window will open (see Figure 2). Here you can select the tabs to add the Global Search links.

Please note: you should select at least one tab or you will not have the opportunity to use Global Search.

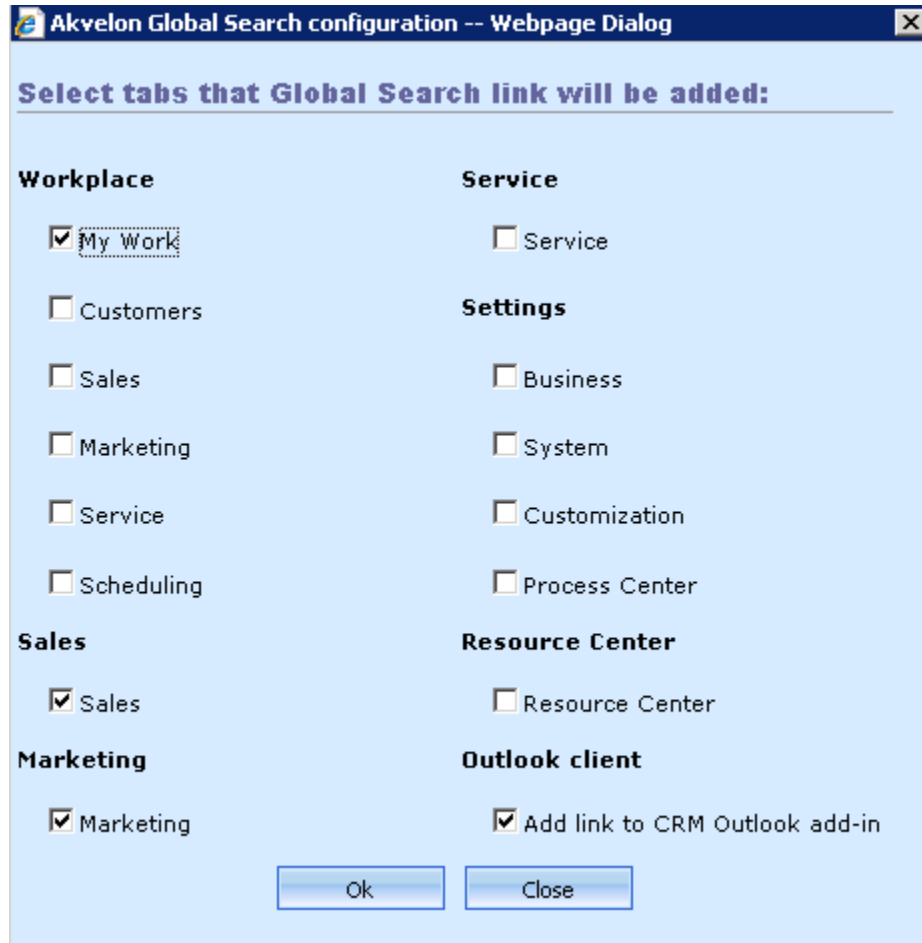


Figure 2 Select the tabs where you want to add the Global Search link

After you click **Ok**, a message that Global Search is activated will show. Now you can use the Global Search functionality.

Updating License Data

If you need to update license data (e.g. to input commercial license instead of trial or update number of users) go to **Settings** -> **Global Search Settings**, and click the **About** button at the upper right-hand corner. Then click the **Update license** button, put new license data into the license textbox (see Figure 3) and click the **Update license** button.

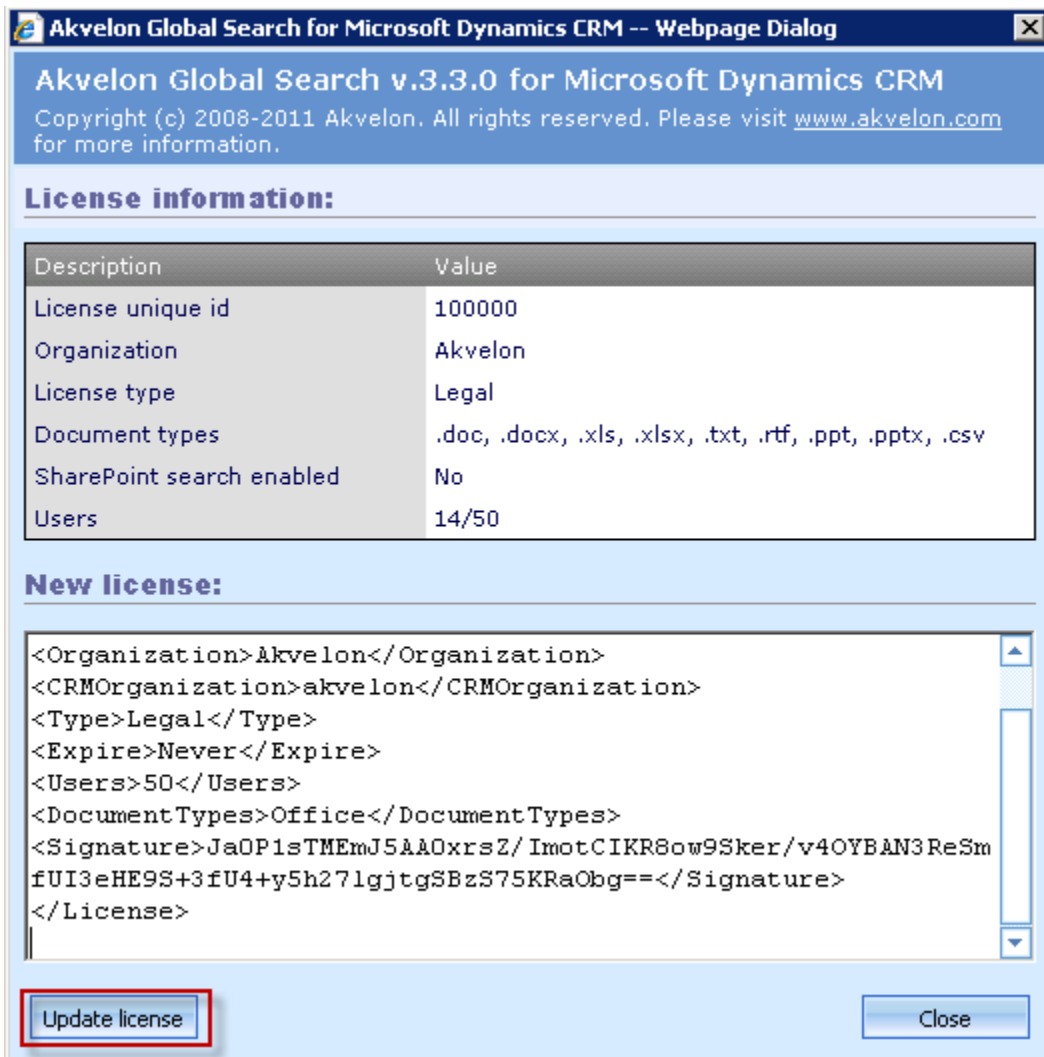


Figure 3 Update license window

Global Search Settings Backup/Restore

All configuration settings of Global Search are stored inside the CRM database and do not require additional backup.

If you restore CRM from a backup to a new server you should install Global Search (please see Installation section). All activation, license and configuration data will be preserved.

Uninstall Global Search

To uninstall Global Search, please follow these steps:

1. Deactivate Global Search for ALL CRM organizations that have it enabled.

To deactivate Global Search go to **Settings** -> **Global Search Settings** and click the **About** button at the upper right-hand corner. A window with license information will open (see Figure 4). Click the **Deactivate** button.

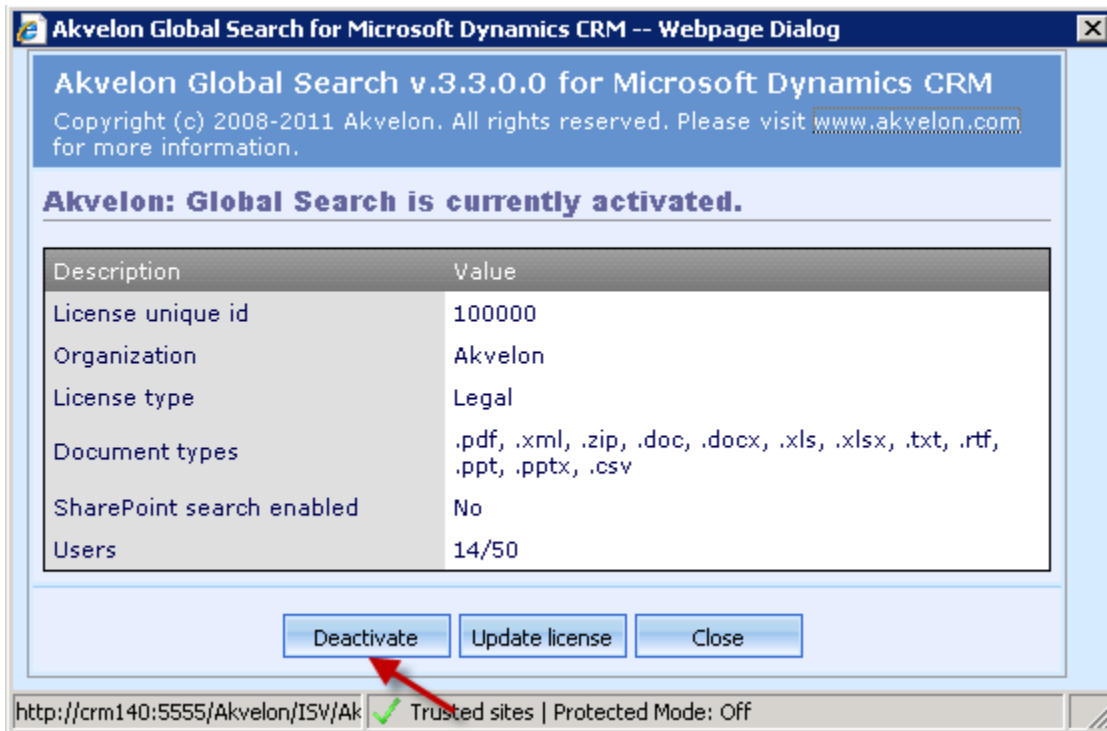


Figure 4 License information window

2. Uninstall Global Search using the “Add/Remove Programs” utility in the Microsoft Windows Control Panel (name in programs list: “Akvelon Global Search”), or using the Global Search installer.

Uninstall Attachment Search

To uninstall Global Search, please follow these steps:

1. **Disable the Attachment Search for ALL CRM organizations that have it enabled.**

To disable **Global Search Attachments** go to **Settings -> Global Search Settings** and click the **Attachment Search Configuration** button at the top menu. The **Attachment Search Configuration** window will open (see Figure 5). Uncheck the **Attachment Search Enabled** checkbox.


Attachment Search Configuration		
Crawler status		
Last Run Time:	6/3/2011 2:30:00 AM	
Last Run Result:	Succeeded	
Current Status:	Idle	
Next Run time:	6/3/2011 2:45:00 AM	
Settings		
<input checked="" type="checkbox"/> Attachment Search Enabled		
Select document types to search in:		
<input checked="" type="checkbox"/> Select All		
<input checked="" type="checkbox"/>	.doc	Available
<input checked="" type="checkbox"/>	.docx	Available
<input checked="" type="checkbox"/>	.xls	Available
<input checked="" type="checkbox"/>	.xlsx	Available
<input checked="" type="checkbox"/>	.ppt	Available
<input checked="" type="checkbox"/>	.pptx	Available
<input checked="" type="checkbox"/>	.rtf	Available
<input checked="" type="checkbox"/>	.txt	Available
<input checked="" type="checkbox"/>	.csv	Available
<input checked="" type="checkbox"/>	.xml	Available
<input checked="" type="checkbox"/>	.pdf	Available
<input checked="" type="checkbox"/>	.zip	Available

Figure 5 Attachment Search Configuration

2. Uninstall the Attachment Search using the “Add/Remove Programs” utility in the Microsoft Windows Control Panel (name in programs list: “Akvelon Global Search v.3.x Attachments Search”), or using the Attachment Search installer (Globalsearch_backend_x64.exe).

Searching with Akvelon Global Search

Akvelon Global Search can search various data items (such as customers, accounts, activities and etc) in a single query.

To use the search, go to the tab where the Global Search link was added in the Microsoft Dynamics CRM application, and select **Global Search** link (see Figure 6). Type a word(s) into the search field and click the **Search** button  or press **Enter**.

After the search is complete you will see all entity groups found. If you expand any of them you will see the list of found records. To open a specified record, double click on it.

Global Search supports two types of search views (choose view at the top-right corner):

- **All Items** – all items from all users (that user has access to) will be searched
- **My items** – only your items will be searched

Note: Entities and attributes that are searched and displayed can be configured in the **Global Search Settings** (for detailed information see Configuration section)

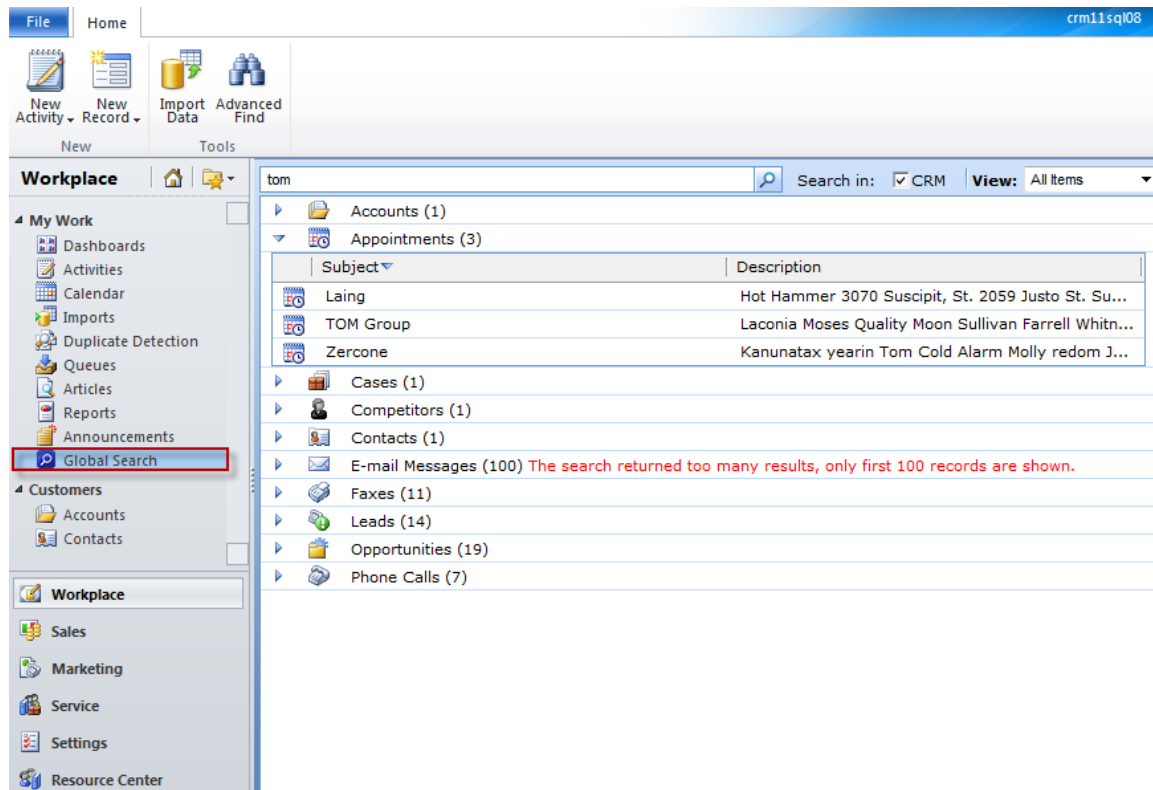


Figure 6 Global Search link and search field

Search Logic

Global Search performs searches of strings in all entities and attributes configured in the Global Search Settings.

Global Search performs case-insensitivity searches by the word-beginning search principle.

For example if you search for “Book” you can find entities that contain “book”, “Books”, “BOOKSHELF”, but not “eBook”.

Wildcard Search

You can use an asterisk (“*”) as a character to represent one or more other characters. For example:

If you search for “sa*t”, found values will start with “s” and end with “t”, for example “Salt”, “Saint”, “sacrament” etc.

If you search for “*sam*”, records with “sam” anywhere in the string will be found, for example “sample”, “Samson”, “Grossam”.

Multiple Words Search


If several words are input, Global Search will find all records containing all of the words in their attributes (not obligatory in the same attribute).

For example if you search for “Jack London”, it will find a contact with name **Jack London**, and it will find all **Jacks** that have **London** in the “city” attribute (or in any other searchable attribute).

If you search for “Seattle Art Museum” it will find **Accounts** with the organization name “Seattle Art Museum” or contacts with city “Seattle” and “Art Museum” in description.

You can also use the asterisk symbol with Multiple Word Searches (see Wildcard Search section).

Search the Contents of an Attachment

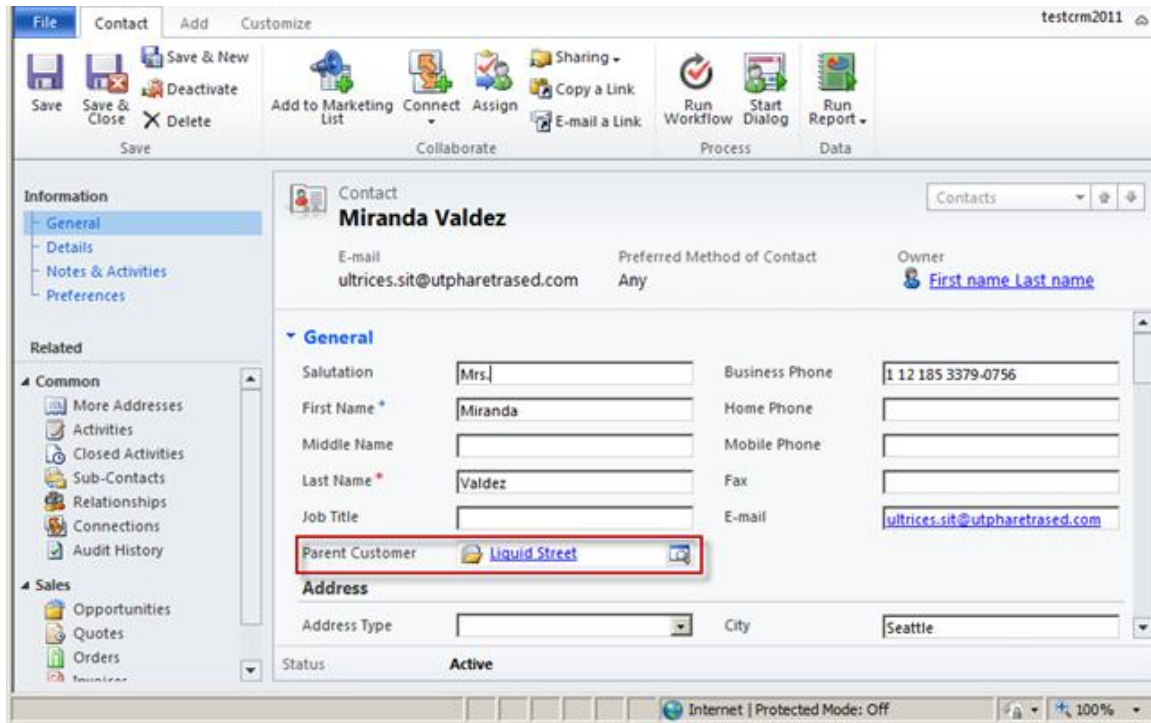
To make a search through attachment contents, type a word(s) into the search field, check **Search in Attachment** and click the **Search** button  or press **Enter** (please ensure the Attachment Search is enabled, see the Configuring Attachment Search for more details). Search logic for attachments are the same as for Global Search **except Wildcard search** (please see the Searching with Akvelon Global Search section). Wild card doesn't work for beginning and middle of search word. It works only for end of the word, for example, if you search for “Tom”, it will find the following: Tom, Tomato, Tomorrow, etc.

Custom Entity Search

Global Search 3.3 supports Custom Entity Searches (Search by Lookup fields).

Every entity form has a lookup field regarding another entity.

For example, the **Contact** entity can be related to the **Account** entity by the **Primary Customer** lookup field (please see Figure 7).



The screenshot displays the Akvelon CRM interface for a Contact record. The contact is identified as **Miranda Valdez**. The interface includes a ribbon with various actions like 'Save', 'Share', and 'Run Workflow'. A left-hand navigation pane shows 'Information' (General, Details, Notes & Activities, Preferences) and 'Related' items (Common, Sales). The main area shows the contact's details, including contact information, a 'General' section with fields for salutation, name, and phone numbers, and an 'Address' section. The 'Parent Customer' field is highlighted with a red box and shows a lookup field with the value 'Liquid Street'.

Figure 7 Relationship between Contact and Account

To add required attributes, go to **Settings** -> **GS settings**, select the entity, click **Edit Entity**. In **Attributes to Display** and **Attributes to search by** areas you can see customized attributes marked as **(lookup)** (please see Figure 8).

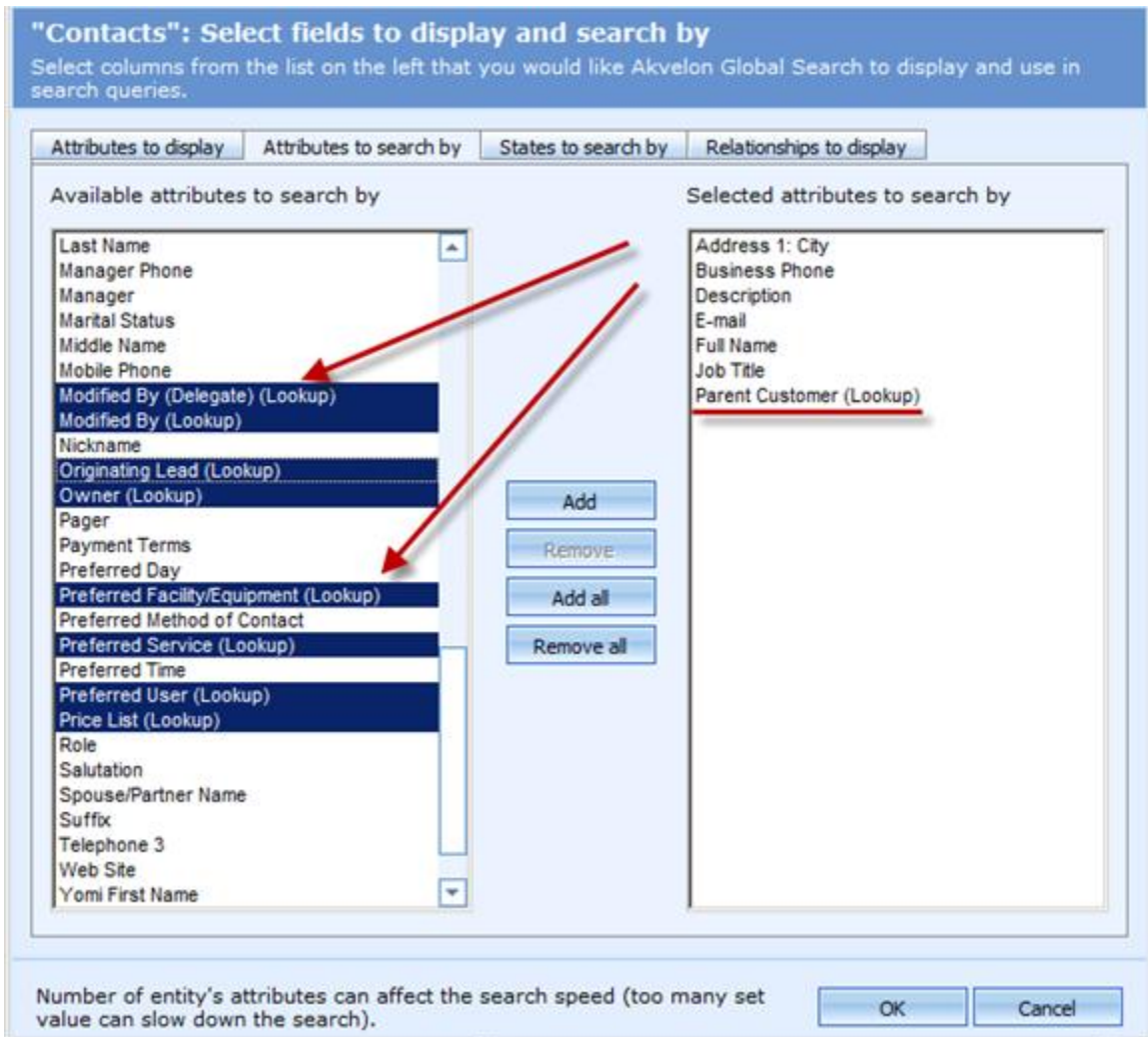


Figure 8 Search Lookup Settings

Add required attributes and publish the changes. The lookup fields are clickable. Related records will open by clicking the appropriate link (please see Figure 9).

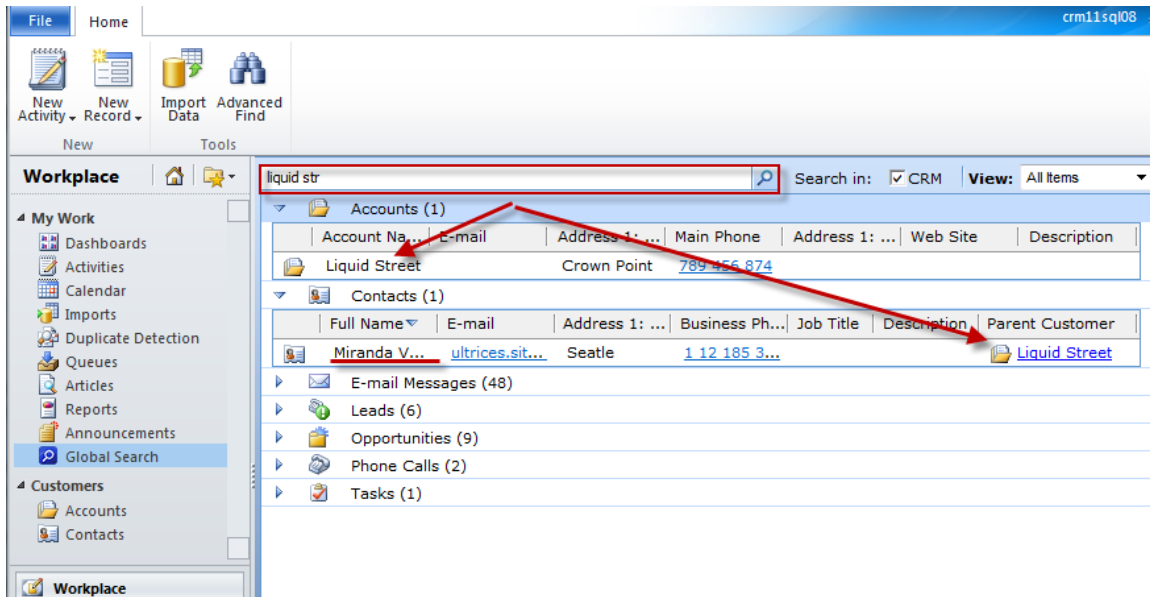


Figure 9 Search by Lookup Field

Inside Column Filters and Sorting in columns

When more than five records are found in group, the additional column filters are shown. At the top of each column, there is a text box used to filter that specific column (see Figure 10). By typing in the text box, you can narrow the number of rows in the table down to those that match your filter text.

You can sort search results for each column by click on column name. You can select sort order (such as smallest to largest or largest to smallest) for each column you want to sort on.

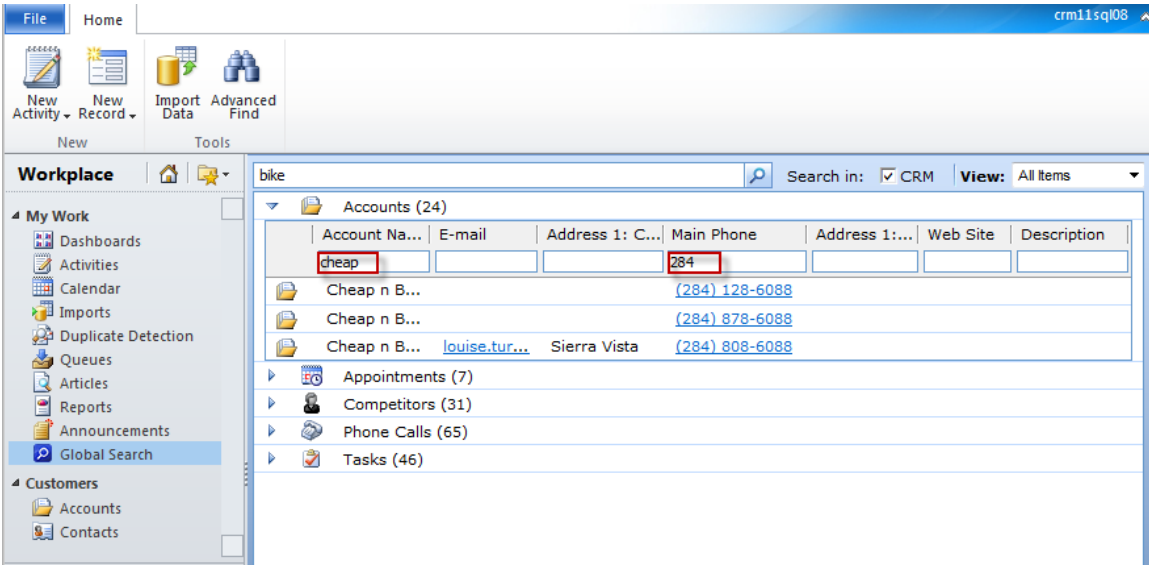


Figure 10 Inside column filters

Configuration

This chapter describes how to configure Global Search roles, entities, attributes to search by, and attributes to display, within results.

Global Search Users Permissions

To allow users to use Global Search, you must assign them special permissions. To give Global Search permissions to user groups, go to **Settings -> Administration -> Users**. Select user(s) you want to provide with Global Search permissions and go to **Manage Roles** on upper CRM menu. Add **"Akvelon Global Search Users"** role to selected user(s) (see Figure 11). Click **OK** button.

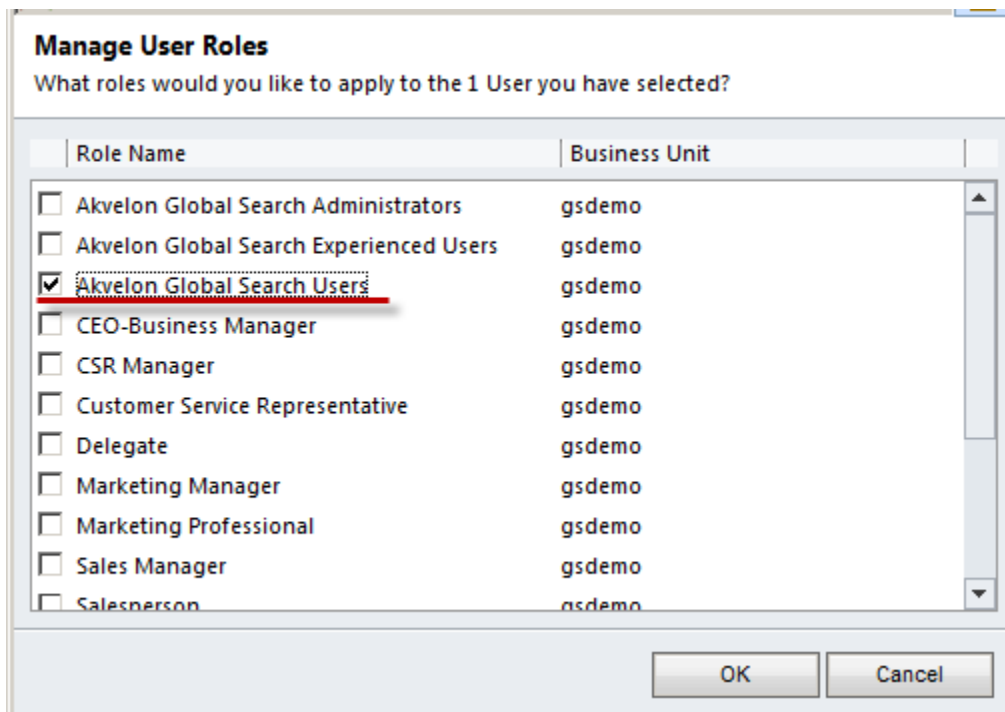


Figure 11 Global Search users permissions

To allow users to change Global Search settings (add and remove entities and attributes to search and display), you must assign them **"Akvelon Global Search Experienced Users"** (see Figure 12)

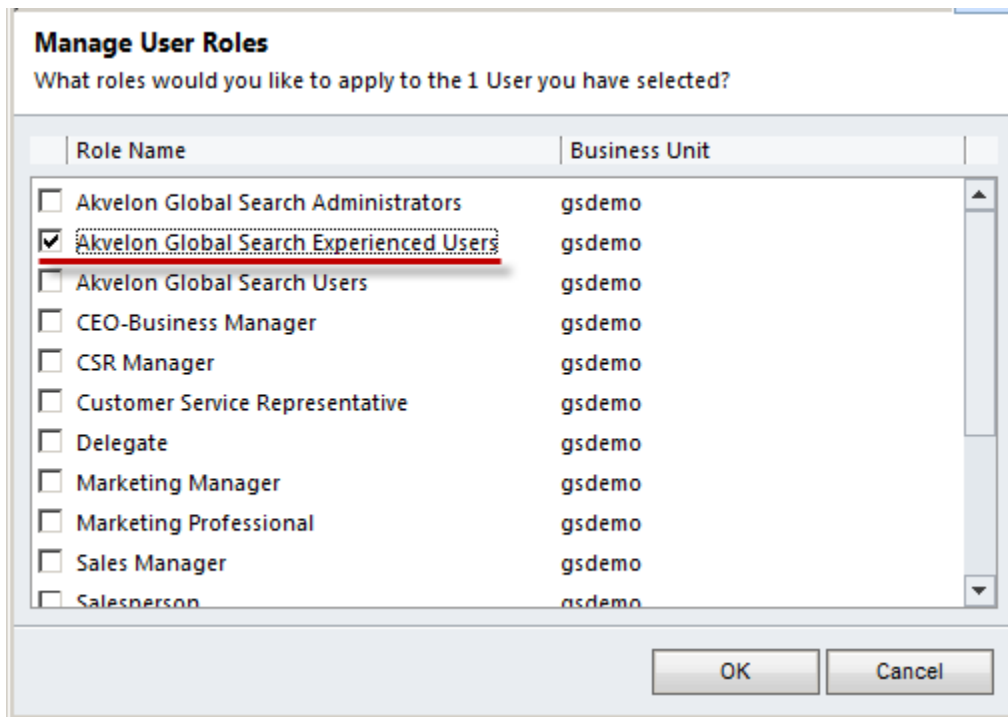


Figure 12 Manage User Roles

Please note: this role provides selected users with rights to Manage THEIR OWN Search Settings. It enables advanced functionality for your CRM users and **number of requests to your support team can be increased.** **Please enable this functionality only for experienced users and at your own risk.**

Users who have “**Akvelon Global Search Administrators**” can change Global Search settings for all users (see “Save as Default” Settings for Global Search Users section).

Please note:

Akvelon Global Search Administrators – doesn't influence number of Global Search licenses

Akvelon Global Search Experienced Users - influences number of Global Search licenses

Akvelon Global Search Users - influences number of Global Search licenses

For example: you purchased 10 Global Search licenses, and you have **2** users with **Akvelon Global Search Administrators** role, **3** users with **Akvelon Global Search Experienced Users** role and **4** users with **Akvelon Global Search Users** role – **only 7 licenses is used in this case. 3 licenses are available for additional Global Search users.**

Adding/Removing Entities to Search

By default, Akvelon Global Search is configured to search records in Accounts, Appointments, Competitors, Contacts, E-mail Messages, Faxes, Leads, Letters, Notes, Phone Calls and Tasks. You can reconfigure search entities, attributes, and display fields according to your business needs.

Follow these steps to add/remove the entities Global Search uses:

1. Go to the **Settings** area, and click **Global Search Settings** (see Figure 13). You will see the list of entities that are currently enabled for search.

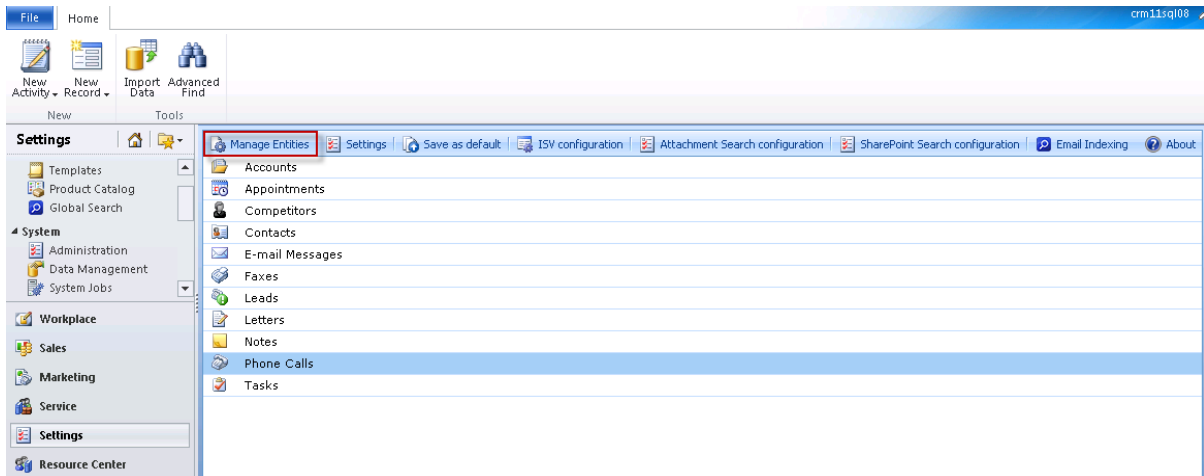


Figure 13 Global Search Settings

2. To add a new entity, click **Manage Entities** on the toolbar. Select the entities you want to enable in Global Search from the list (see Figure 14).

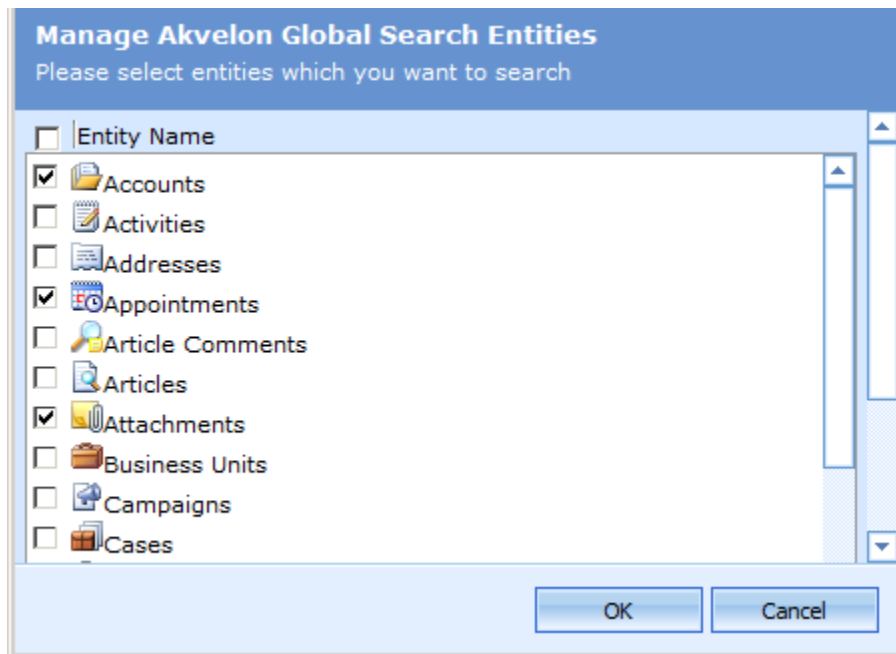


Figure 14 Manage Global Search Entities

Please note: Number of searched entities can affect search performance (too many entities selected can slow down the search).

After you click **OK** the entity will add to main Global Search Settings window with default settings. In this window you can change the default attributes to search and display. To disable an entity for search, click **Manage Entities** and unselect this entity in the list. Click **OK** button.

Users who have **Akvelon Global Search Experienced Users** role can configure Global Search settings directly from Global Search main page. To configure entity properties click on **entity's icon** you want to change. Click **Manage Entities** button to add/remove the entities Global Search uses (see Figure 15)

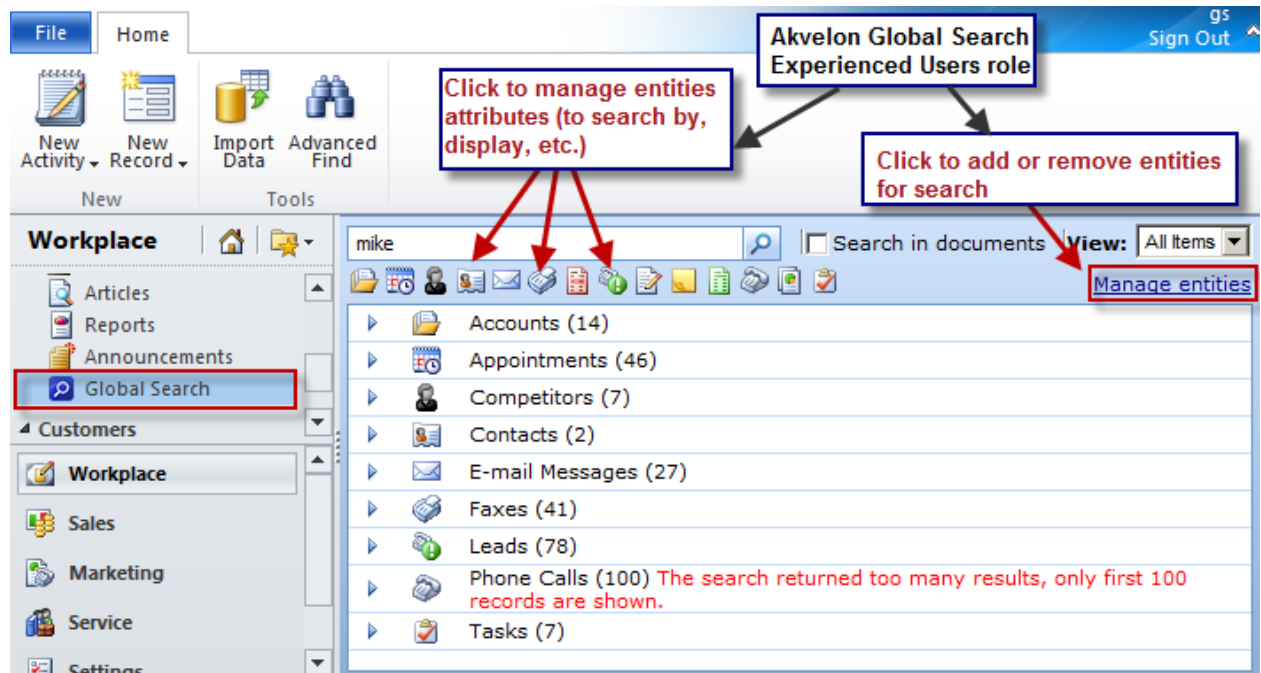


Figure 15 Quick settings for Experienced users

Configuring Entity Properties

For each entity enabled for Global Search you can customize the properties that are searched and displayed in result columns. In the entities list, double-click the entity (or click **Edit** on the toolbar).

On the **Attributes to display** tab (see Figure 16), use the **Add/Remove** buttons to select the attributes you want to show in the results table. To change the order of the displayed columns, use the **Move Up/Move Down** buttons.

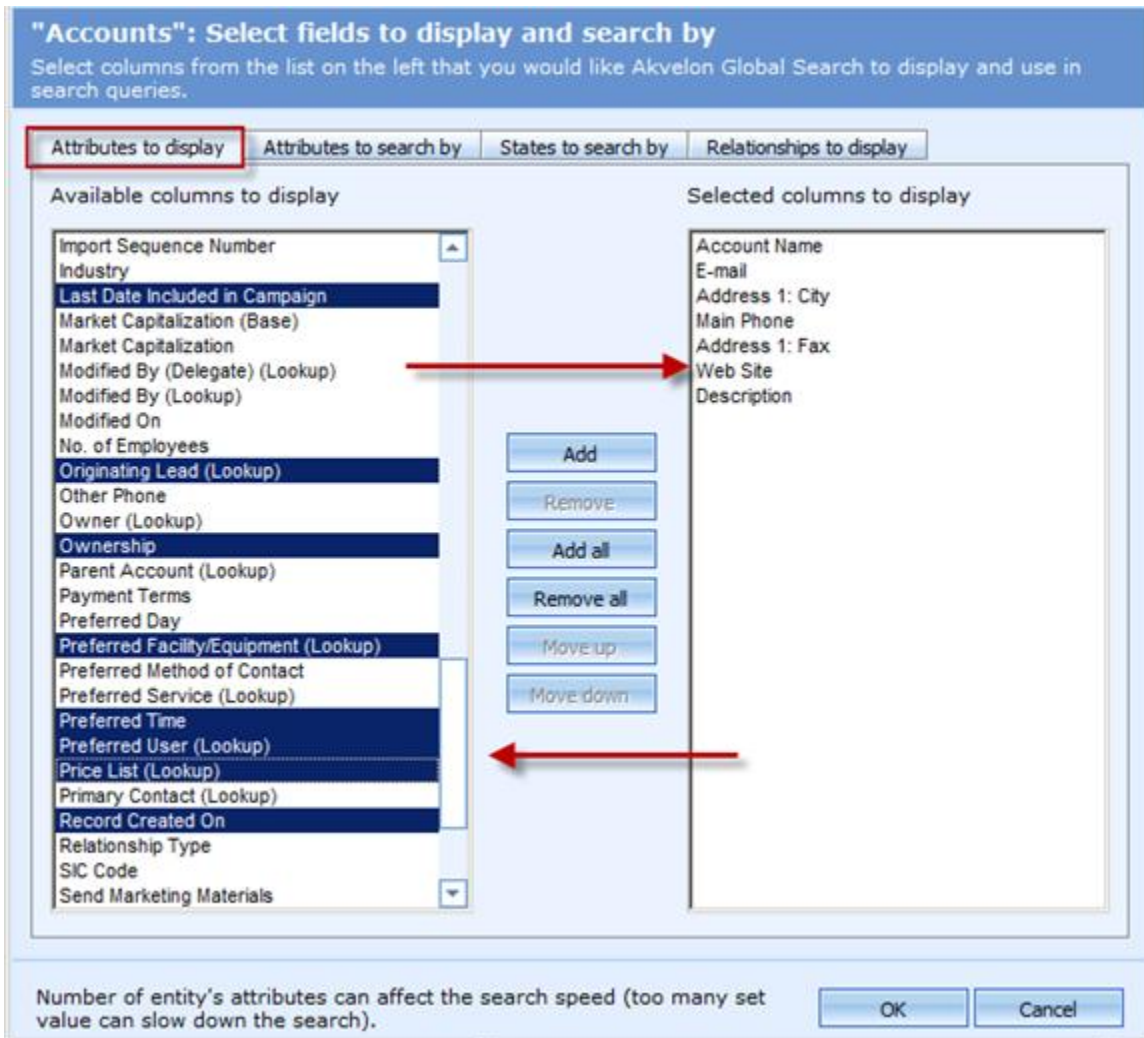


Figure 16 Attributes to display window

On the **Attributes to Search by** tab (see Figure 17), select the entity attributes that will be used in search queries.

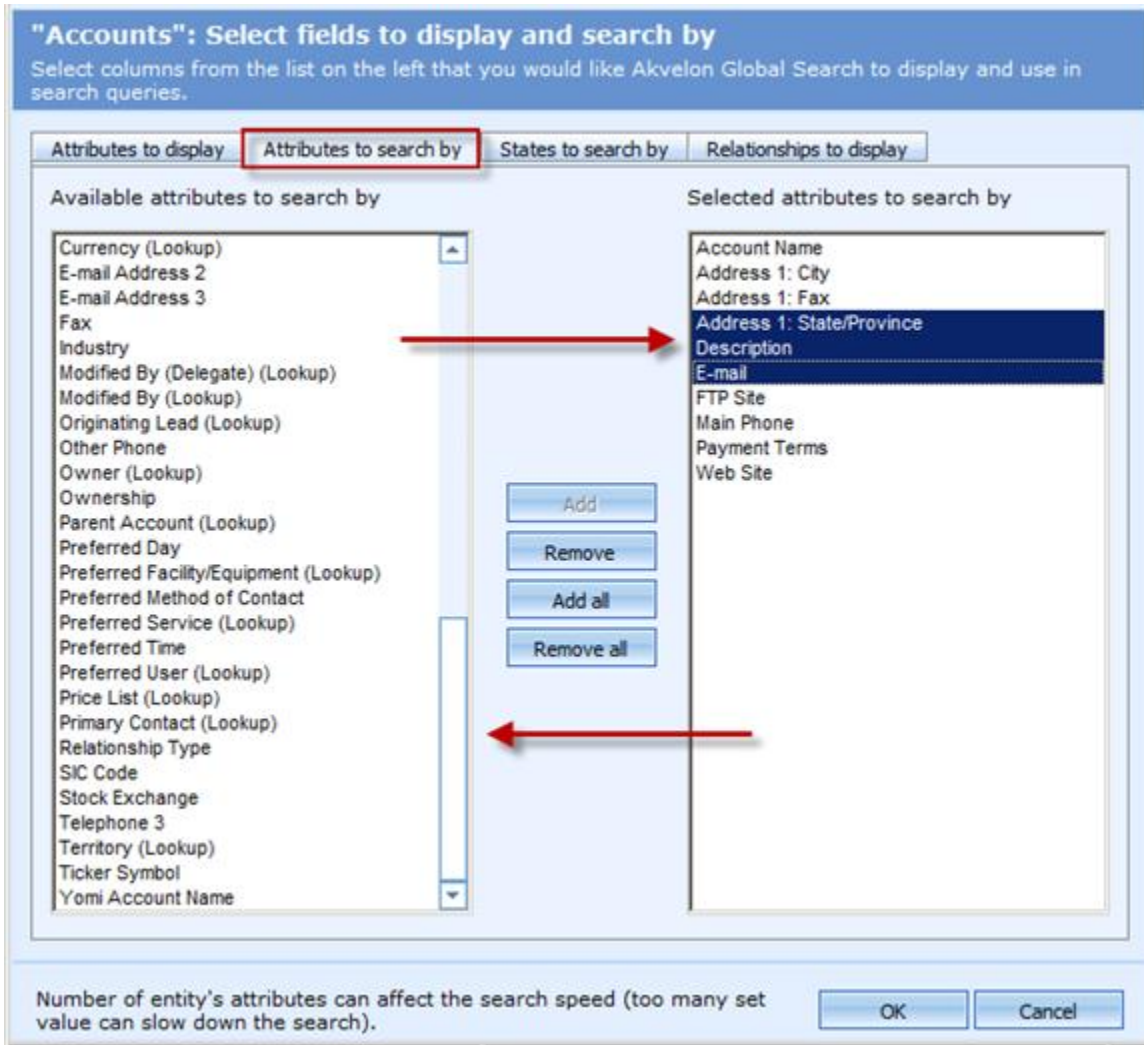


Figure 17 Attributes to search

Please note: Too many entity attributes selected can affect search performance.

In the **States to search by** tab, you can choose the states to filter records (e.g. search only active records). If all states are selected, search results will not be filtered by state.

To apply new settings click the **OK** button.

On the **Relationships to display** tab you can set relationships for entities which can be displayed in search result (see Figure 18).

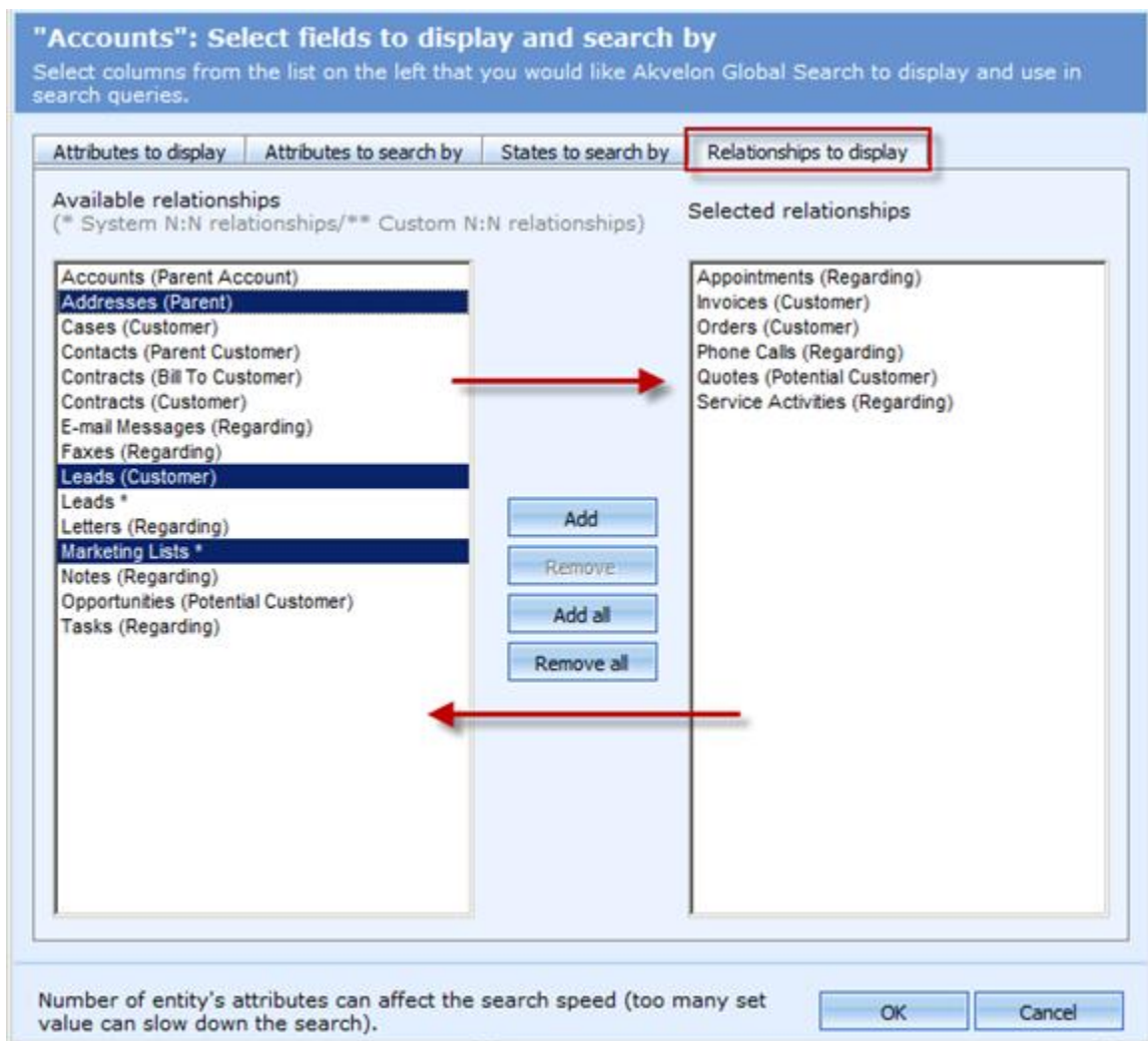
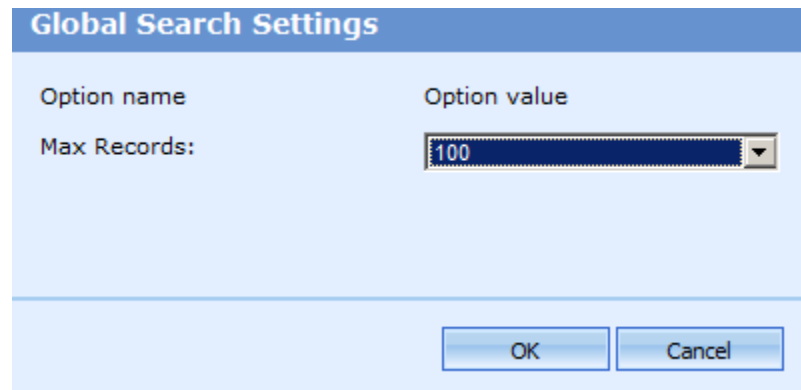


Figure 18 Relationships to Display

Configuring Maximum Number of Found Records

You can set a maximum number of found records for an entity group (there are 100 records by default). To do this, go to the Global Search Administration page and click on **Settings** (the rightmost button in the settings tool bar). You can change this value to any number from 50 to 500 records (see Figure 19).



Option name	Option value
Max Records:	100

OK Cancel

Figure 19 Configuring maximum number of found records window

To apply new settings, click **Ok** button.

Note: Large values can affect performance

“Save as Default” Settings for Global Search Users

Changed Global Search settings can be applied for all users by one user with “**Akvelon Global Search Administrators**” role.

To apply changed search settings go to **CRM Settings -> Global Search settings -> click Save as Default** (see Figure 20)

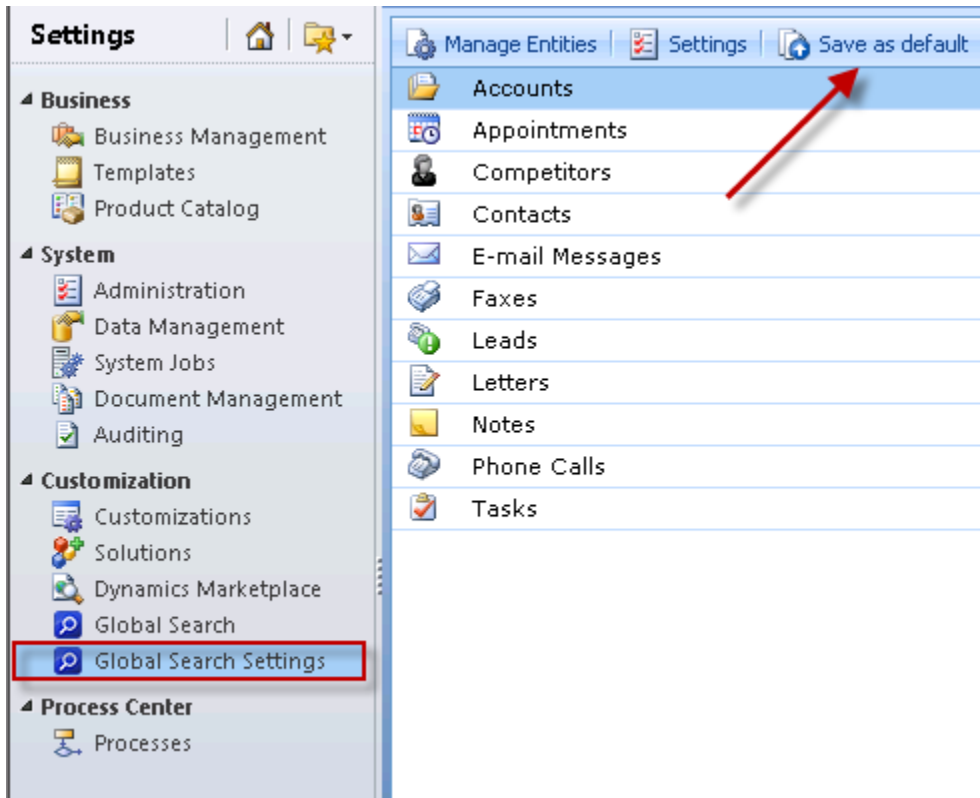


Figure 20 Save as Default button

Select **Only users with "Akvelon Global Search Users" role** and click **OK** to apply settings only for users who have **Akvelon Global Search User** role

Select **"Akvelon Global Search Users"**, **"Akvelon Global Search Experienced Users"** and **"Akvelon Global Search Administrators"** and click **OK** to apply settings for all users (see Global Search Users Permissions section for more details) (see Figure 21)

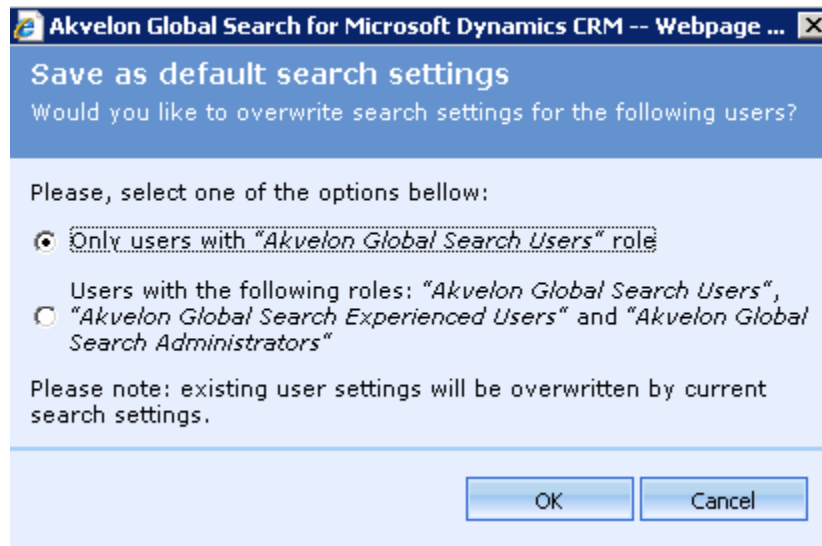


Figure 21 Select user roles to apply settings

Configuring Attachment Search

To enable the Search Attachment feature, please follow these steps:

Go to **CRM Settings** -> **GS Settings**. Make sure **Notes** is added to Global Search Setting then click the **Attachment Search Configuration** button (please see Figure 22).

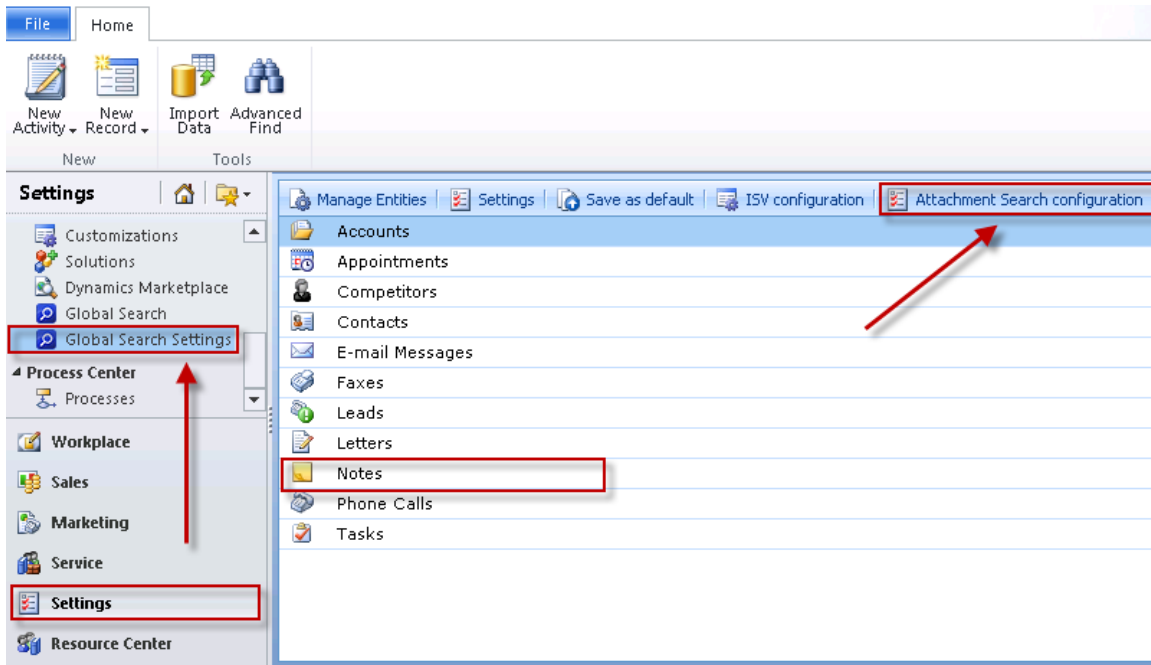


Figure 22 Attachment Search Configuration link

Attachment Search Configuration will open (please see Figure 23)

Crawler status	
Last Run Time:	6/3/2011 5:00:00 AM
Last Run Result:	Succeeded
Current Status:	Idle
Next Run time:	6/3/2011 5:15:00 AM

Settings

Attachment Search Enabled

Select document types to search in:

Select All

<input checked="" type="checkbox"/>	.doc	Available
<input checked="" type="checkbox"/>	.docx	Available
<input checked="" type="checkbox"/>	.xls	Available
<input checked="" type="checkbox"/>	.xlsx	Available
<input checked="" type="checkbox"/>	.ppt	Available
<input checked="" type="checkbox"/>	.pptx	Available
<input checked="" type="checkbox"/>	.rtf	Available
<input checked="" type="checkbox"/>	.txt	Available
<input checked="" type="checkbox"/>	.csv	Available
<input checked="" type="checkbox"/>	.xml	Available
<input checked="" type="checkbox"/>	.pdf	Available
<input checked="" type="checkbox"/>	.zip	Available

Figure 23 Attachment Search Configuration window

Check the **Attachment search enabled** check box. Check the formats required and click OK. After 15 minutes Global Search Attachment will begin indexing the CRM Database (only attachment/document records). You can see the current indexing status at the top of the Attachment Search Configuration window.

Please note:

1. Entity "Notes" should be added to Global Search Settings
2. SQL Server Agent must be running.
3. Full indexing can take from several minutes to several hours depending on the amount of documents in the system.

4. You will be able to search newly added attachments after the Attachment Search indexing occurs within the CRM Database (Crawler will perform indexing every 15 minutes).

Configuring Email indexing

Email Indexing provides ability to improve searching performance in CRM emails' description. Searching performance becomes much better.

Please note:

1. Email indexing process can take up to several hours depending on amount and size of the emails in the CRM Database.
2. Email indexing process consumes SQL server resources, so CRM users can experience some lags and inconveniences.
3. We strongly recommend start email indexing process when CRM users do not work with CRM (non-working time).
4. Email Index requires additional disk space to create indexes. Please make sure you have free disk space on your SQL Server (it should not be less than size of the ActivityPointerBase CRM DB table)
5. **For Microsoft SQL Server 2008:** Make sure **SQL Full-text Filter Daemon Launcher (MSSQLSERVER)** service is started and startup type is Automatic (see Figure 24).

SQL Active Directory Helper Service	Enables int...	Disabled	Network S...
SQL Full-text Filter Daemon Launcher (CRM)	Service to l...	Started Manual	Local Service
SQL Full-text Filter Daemon Launcher (MSSQLSERVER)	Service to l...	Started Automatic	Local Service
SQL Server (CRM)	Provides st...	Started Automatic	Network S...
SQL Server (CRM) On-Demand Shutdown	Manages t...	Started Automatic	Local System
SQL Server (MSSQLSERVER)	Provides st...	Started Automatic	Network S...

Figure 24 SQL FullText search service in SQL Server2008

To enable the Email Indexing feature, please follow these steps:

Go to CRM Settings -> Global Search Settings -> click the **E-mail Indexing** button (see Figure 25).

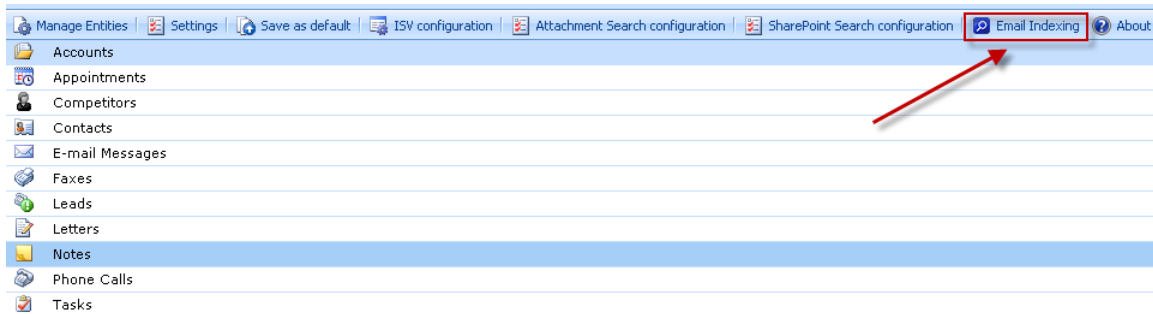


Figure 25 Email Indexing button

E-mail Indexing configuration window will be open (see Figure 26). Click **Enable E-mail Index...** button to start full e-mail indexing process (please read notes above before starting email indexing).

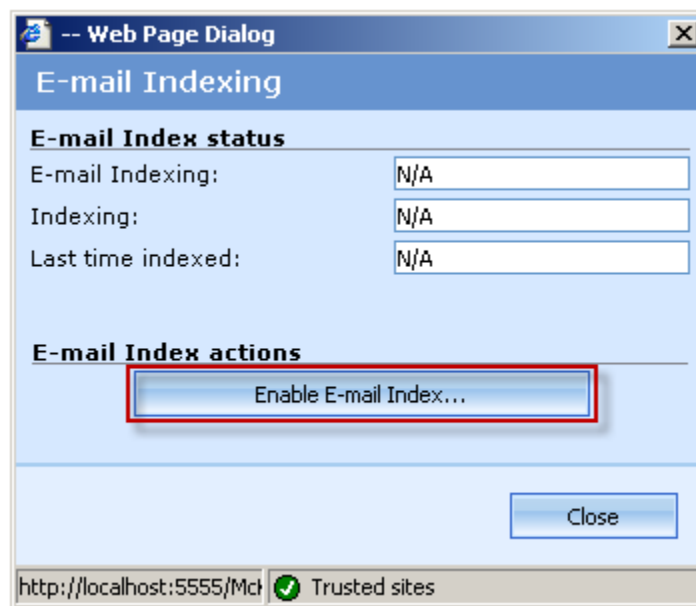


Figure 26 Email Indexing configuration

Click OK button to start email indexing process or click Cancel to prevent this action.

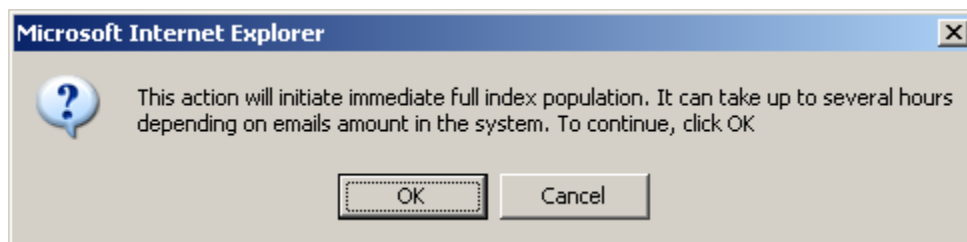


Figure 27 Enabling Email Indexing confirmation

You can see the current indexing status at the top of the E-mail Indexing window. There you can see that E-mail Indexing enabled or disabled, Indexing (N/A, In Progress, Completed), Date and Time when last indexing process was completed. **Please reopen window to refresh status (Status will not update automatically).**

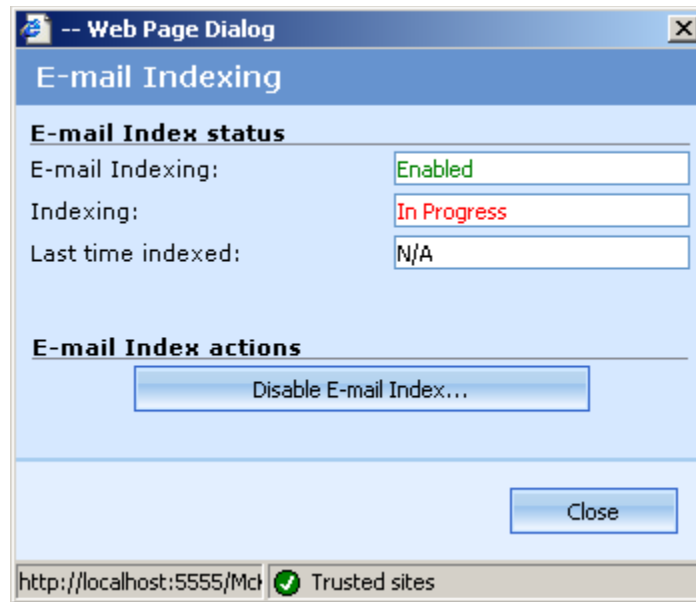


Figure 28 Email Indexing status

If E-mail Indexing process was successfully completed, Indexing status will change to "Completed". Also you can see Date and Time when indexing process was completed. **Please reopen window to refresh status (Status will not update automatically).**

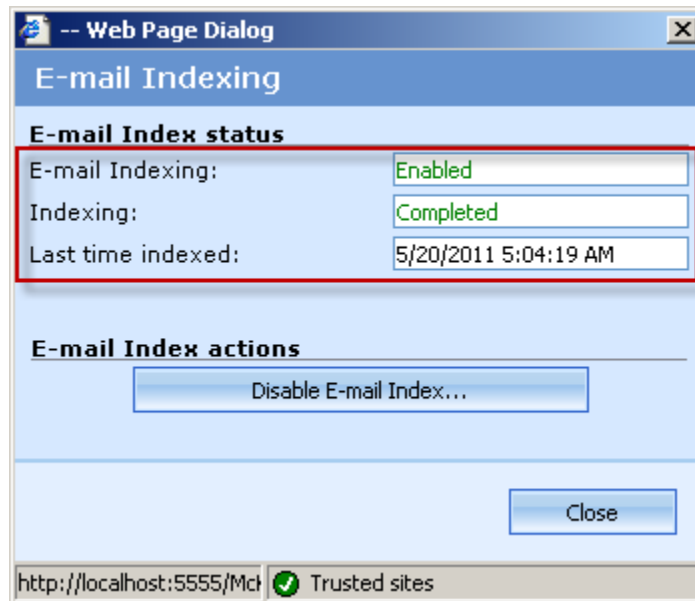


Figure 29 Email Indexing completed

Now you can add "Description" in the "Attributes to search by" tab for the "E-mail Messages" entity (please see Adding/Removing Entities to Search section).

Disabling and Removing E-mail Index

To disable and remove E-mail Indexing, go to CRM Settings -> Global Search Settings and click the **E-mail Indexing** button at the top menu. The E-mail Index window will open. Click "**Disable E-mail Index...**" button (see Figure 30).

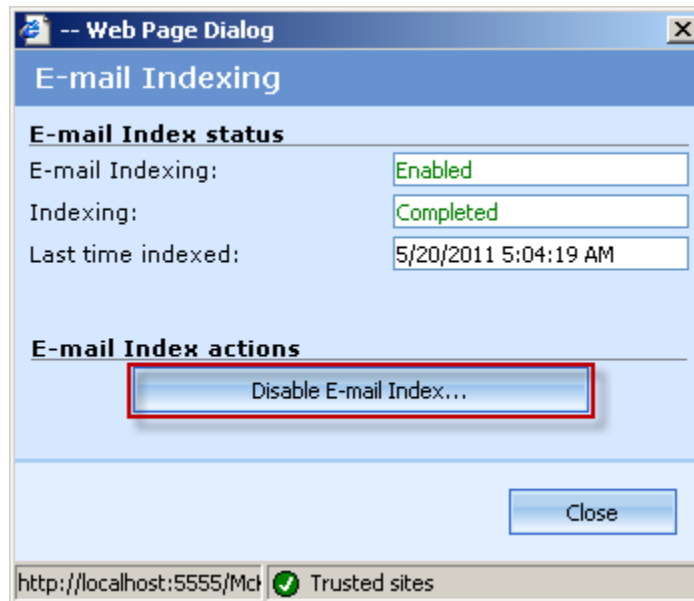


Figure 30 Disable Email Indexing button

Click OK to start disabling process (see Figure 31).

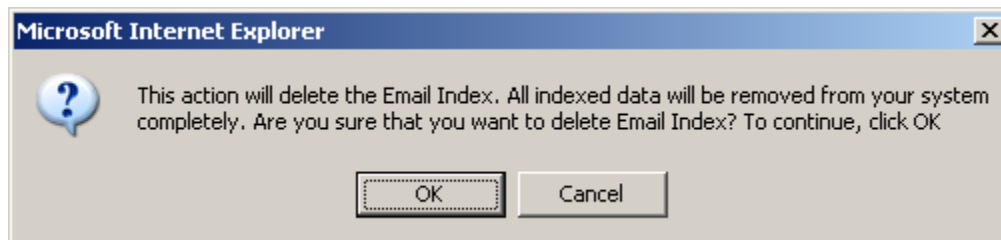


Figure 31 Disabling Email Indexing confirmation

Please note:

1. All indexed data will be removed from your system completely.
2. Enabling process next time (after disabling) can take up to several hours depending on amount and size of emails in your CRM deployment
3. We strongly recommend remove "Description" in the "Attributes to search by" tab for the "E-mail Messages" entity (please see Global Search configuration).

You can see the current disabling status at the top of the E-mail Indexing window. When disabling process will complete E-mail Indexing status will change to "NA". **Please reopen window to refresh status (Status will not update automatically).**

Feedback

If you have any questions, experience problems, or have feedback – please feel free to contact us: gs.support@akvelon.com.

The Akvelon team encourages and appreciates leaving feedback about Akvelon Global Search at the [CRM Dynamics Marketplace](#) site.

